

## APPENDIX 2B

### PRE-MISHAP PLAN CHECKLIST

Pre-mishap plans are simply descriptions of who is responsible for doing what, both before and after an aircraft mishap. Pre-mishap plans will vary widely, depending on the mission, resources, environment and personnel of the publishing command. Try to write pre-mishap plans so that they will remain valid during deployments. Incorporate an abbreviated pre-mishap plan into a Letter of Instruction (LOI) or implementing instructions for detachments. Other changes may be required when the command moves on or off a ship. The following list provides some items for consideration in compiling a pre-mishap plan.

#### References

- \* OPNAVINST 3750.6R, Naval Aviation Safety Program
- \* The directives listed in paragraph 109 of this instruction
- \* OPNAVINST 5090.1B, Environmental and Natural Resources Program Manual
- \* STANAG 3531 (if in a NATO command)
- \* Pertinent safety directives of senior commands
- \* Pertinent safety directives of local commands

#### Text and Enclosures

#### Potential Pre-Mishap Items

- \* Provisions for periodic drills of the pre-mishap plan
- \* Staff/department head pre-mishap responsibilities, including Flight Surgeon/medical
- \* AMB task organization
- \* Responsibilities for transportation preparations
  - Precut travel orders
  - Passports
  - Identified means of local transportation
- \* Description of arrangements for obtaining photographic coverage of mishaps
- \* Description of coordination with local Explosive Ordinance Disposal (EOD) and crash units
- \* Description of arrangements and coordination to deal with hazardous material
- \* Description of coordination with local Environmental Protection Agency (EPA)
- \* Description of coordination with local Public Affairs Office (PAO) organization

1 Mar 01

- \* Description of coordination with local civil/military medical activities
- \* Responsibilities for maintenance of mishap investigation kit
- \* Listing of contents of mishap investigation kit
- \* Plans/schedule for squadron duty officer (SDO) training

Potential Post-Mishap Items

- \* Plans/schedule for AMB training
- \* Responsibilities of SDO (or equivalent duty personnel)
- \* Procedures for notification of overdue aircraft to airfield operations
- \* Listing(s) of personnel/commands to be notified (including names, telephone numbers, and addresses)
- \* Procedures for use of local crash plan/notification system
- \* Procedures for recording information on aircraft mishaps
- \* Procedures for requesting emergency assistance
- \* Procedures and criteria for notification of FAA
- \* Responsibilities of CO/XO
- \* Responsibilities of staff/departments heads (including assistance to the AMB)
- \* Investigative responsibilities of each AMB member
- \* Guide(s) to mishap classification and serialization
- \* Checklist of reports required by OPNAVINST 3750.6R and other directives
- \* Formats of required OPNAVINST 3750.6R reports (completed in advance insofar as possible)
- \* Sources of assistance to the AMB; i.e., Naval Aviation Physiologist, etc. (list type of assistance available, command or individual, telephone number, address)
- \* Plans for wreckage:
  - Location assistance
  - Recovery assistance
  - Security measures
  - Hazardous material procedures
  - Transportation assistance
  - Reconstruction site
  - Engineering investigation
  - Release procedures
  - Disposal procedures
  - Material Safety Data Sheet